|  |  |
| --- | --- |
| Date: | Thursday December 9th at 7.00pm |
| Venue: | Sutton Valence Village Hall |
| Present: | Cllrs: Eve Poulter (Chair), Gary Ward, Lorraine Cook, Derek Eagle  Parish Clerk: Janet Burnett  Deputy Parish Clerk Emma Hull  4 members of the public |

A Prayer preceded the meeting

The Chairman asked if anyone was recording

Submissions from Public – QHOF representative addressed the meeting regarding the water slide and asked for the support from the Parish Council this will be on the 16/7/22.

Cllr Young has reported that at the Council meeting last night a motion was passed to have 4 yearly MBC elections instead of ‘by thirds’ and that a parishioner has requested a bus stop shelter at the bus stops by the village hall.

1. Apologies Cllrs Wendy Young and Lottie Parfitt-Reid

2. Declaration of interest – Cllrs Eagle, Poulter and Cook declared that they had been lobbied on agenda item 7.2

1. Declaration of Changes to the Register of Interests – none
2. Declaration of Interest in items on the agenda - none
3. Requests for Dispensation - none

3. Minutes of the meetings held 11th November 2021 were agreed, signed, and dated by the Chairman.

4. Policies to be carried forward

Expenses policy

grievance and disciplinary procedures.

Health and safety policy

Equal opportunities policy

Grievance Policy

6. Deputy Clerk

1. Employment contract was signed by staffing Committee and Chairman
2. Proposal that the Employer pension percentage to be increased to 5% was approved
3. Deputy Clerk has passed ILCA and is now signed up for CILCA The Cllrs congratulated Emma.

7. Local plan

1. Meeting – Cllrs reported
2. Parish Council response – The response was discussed and approved.

8. Parish Council survey meeting – Cllrs Poulter and Eagle updated the meeting

9. Emergency Plan to be carried forward

10. Street name – Warmlake nursery. The developer has agreed to Spring Gardens

11. Electrical Charging points – Work has commenced.

12. Maidstone Lions – recycling material

The Parish Council resolved that they were not in a position to progress this.

13. KALC

1. KALC AGM – Cllr Poulter reported
2. Meeting 29/11/21 – Ward cluster meeting date

**Action: Clerk to contact MBC regarding ward cluster meeting date**

1. KALC Community Awards Scheme 2022

**The Parish Council resolved to take part and a nominee agreed upon.**

1. Civility and respect newsletter circulated
2. Kalc bulletins circulated

14. Newsletter –Clerk to try and source a distributor

15. Platinum Jubilee Celebrations 2022

**Following a discussion, the Parish Council decided that, as there were no responses to the request for help from parishioners and as there are only 4 active Parish Councillors, it was unrealistic to expect them to organise these celebrations.**

16. Training

1. KALC training courses circulated
2. Civility and respect training circulated
3. Climate Change Conference on Zoom 15/12/21 – circulated

17. Planning

21/505939/FULL - Appleacres Maidstone Road ME17

Section 73 - Application for Minor Material Amendment to approved plans condition 2 (re-orientation of Plot 7, including attachment of garage to the dwelling, alterations to fenestration, and colour change of materials) pursuant to 19/501101/FULL - The erection of four detached dwellings and other associated work.

**The Parish Council noted that under delegated powers the Clerk responded with a no comment**

18. Finance

* + 1. Authorisation of payments
    2. Bank Balances

Unity: 27111.98

Nationwide 83126.64

* + 1. The following items of income were noted

Nationwide 3.42 Interest

G Ward 334.10 Water

MBC 2250.50 PSS

ESPC 78.00 Room rent

* + 1. Expenditure

1. Ratified at this meeting

Legal & General 122.94 Pensions

Staff salaries 2330.72

XLN 60.53 Telephone

Drax 244.99 Street lighting October 2021

Corona Energy 16.58 Pavilion

Lloyds Credit charge 22.27 Microsoft 11.28, charges 3.00, Amazon prime 7.99 to be refunded

Hugo fox 35.99 Website

1. Agreed at this meeting

J Burnett 410.00 Cilca registration – E Hull

E Hull 24.00 Cilca – training 6/12/21

Arkas 177.60 Barrier repairs

S Velvick 210.00 Toilet cleaning

Village Hall 342.91 Room Rent

HMRC 622.95 Paye month 8

Community Heartbeat 105.60 Defibrillator pads

Oasis 67.20 Document shredding

* + 1. Bank Reconciliation – circulated
    2. Performance against budget – circulated
    3. Budget 2022/23 was considered a further meeting to be held

19. **Recreation and Open Spaces**

* 1. War Memorial Play Area and Field
     1. Weekly and monthly inspections

Shackles beginning to wear on trim trail & toddler swing

Gate slow closing

All satisfactory or low risk

* + 1. Annual Play area inspection completed – report to follow
  1. Pavilion – future of the pavilion was discussed.

**Following a lengthy discussion, the Parish Council resolved that the current pavilion will be removed. Clerks to investigate the removal options and planning permission. The possibility of KCC / MBC modular buildings to be looked into.**

* 1. Football
  2. Harbour Play area and field
     1. Weekly and monthly inspections

Gate spring needs adjusting

Spin dish – movement in bottom fixings

All satisfactory

* + 1. Annual Play area inspection – report to follow

1. Open Spaces
2. Extension of Conservation Area on going
3. Land at The Harbour

* Request by parishioner to use the land as recreational. Clerk has informed them that this is not possible. A further email received requesting that it be leased for a vineyard.

**The Parish Council resolved not to agree to this**

* Entrance to the horse field

**The Parish Council agreed to leave the horse field for between 3 to 5 years to allow it to reflower**

* MBC tree initiative

**Action: Clerk to apply for the horse field.**

1. Tree survey ongoing – Parish on line to be used.

20. **Roads and Transport**

1. Roads
   * 1. Email from Parishioner regarding cobbled footpath in The Village
     2. Fire hydrant initiative project to go on Parish online
     3. Public transport - Stakeholder Update - National Bus Strategy

21. Lighting – nothing to report

22. Allotment*s*

1. At the last meeting a date was agreed as 13/12/2021 for an allotment meeting. This has now been cancelled and a meeting to be set in 2022

23. **Police**

1. Crimes reported October 2021 - 12

25. Correspondence previously circulated

* Applause presentation

26. Village Hall – AGM 16/12/21 at 7pm

27. Agenda items for next meeting: **Housing needs survey**

Date of next meeting: 13/1/22

Meeting closed: 21.34

**Acronyms**

NALC – National Association of Local Councils

MBC – Maidstone Borough Council KALC – Kent Association of Local Councils

ACRK – Action with communities in Rural Kent SLCC – Society of Local Council Clerks

CPRE – Campaign to Protect Rural England PPF - Police/Parish Forum

NP – Neighbourhood Plan PEG – parish Enhancement Group

JPG – Joint Parishes Group LLV – Landscape of Local Value PSS – Parish Service Scheme PIP – Parish improvement plan